

M S P



MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION.

CLASSIFICATION: **PRINCIPAL TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **DEPUTY DISTRICT DIRECTOR**

SALARY: **\$9842 – \$10853**

LOCATION: **DISTRICT 7 – LOS ANGELES**

FINAL FILING DATE: **DECEMBER 21, 2009**

DUTIES/RESPONSIBILITIES

Under the general direction of the District Director and the Chief Deputy Director, the Principal Transportation Engineer acts as the District's single focal point and manages all activities related to program and project management of projects. This includes projects in the District's State Transportation Improvement Program, High Occupancy Vehicle, State Highway Operations and Protection Program, Flexible Congestion Relief Program, Soundwall, Traffic congestion Relief Program, Proposition 1B, Measure R, Proposition C and A & E Contracts. The Program and Project Management Division is responsible for identifying and programming needed projects, obtaining funding from sponsor agencies, allocation resources to all functions involved in project delivery, and tracking progress of program and individual projects at all stages from project report through construction. Responsibilities include, but are not limited to:

- Plans, organizes, and directs activities of the Program and Project Management Division. Monitors the Capital Program and development costs and ensures the effective use of resources and the attainment of project delivery goals. This includes responsibility for the development, direction, and implementation of policies and procedures, establishment of standards, development of staff, and implementation of work priorities and resolution of internal and personnel matters.

- Personally acts as advocate for the Department of Transportation in seeking funding from the appropriate funding agency for the most sensitive or controversial projects included in the various District 7 Programs.
- As a member of the District 7 Executive committee, assures coordination of District functions with each other, as well as with Headquarters and other public agencies, and establishes proper resource allocation for each function and assists in the prioritization of their workload.
- Serves as Chair of the Program Managers Council, in which decisions about program and project priority are made, progress toward accomplishment of the District's goals are monitored and recommendations on District policies, procedures and guidelines under which Project Management and functional staff will operate. (i.e., Risk Management, Charter, Task Management, Earned Value, Workplans, Resource Sub-Allocations).
- Acts as resource to the District for obtaining current policies, practices, guidelines and information from headquarters Capital Outlay Support Program.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

Or II

Experience: One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner, or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

Experience: Two years of civil engineering work at the Associate engineer level or higher in the California state service.

Or III

Experience: Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community and the economy; State and Federal laws regulating the activities of the Department of Transportation; principles and techniques of personnel management and supervision; the Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to work cooperatively and build partnerships internally among Caltrans' corporate and district management as well as with Caltrans' external customers, including city and county staff, the Federal Highway Administration, regional transportation planning agencies and elected officials.
- Demonstrated commitment to and utilization of quality in Caltrans principals.
- Demonstrated ability to provide leadership to standardize and streamline operations.
- Demonstrated commitment to team-based project delivery, activities on time and within budget.
- Demonstrated ability to determine acceptable levels of risk and act accordingly.
- Demonstrated willingness to examine existing policy and seek new and more efficient ways of conducting business; embrace continuous improvement.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should **specify the classification; position title and the MSP number 9MSP32**.
- No faxed or e-mail applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final filing date of **DECEMBER 21, 2009**. Interagency mail received after this date will not be accepted. The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Attn: Liz Ochoa (9MSP32)
1727 30th Street, MS-86
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.